

# ***Kindergarten Technology***

## **Progress Report Indicators**

***First, Second, and Third Trimesters***

### ***STANDARD 1—Use Technology Effectively.***

- a. Keyboarding**
  - Typing indicates letter recognition.
- b. Basic Vocabulary**
  - Use appropriate vocabulary to identify: headphones, monitor, mouse, keyboard, quit, click, double click, and icon.
- c. Mouse Skills**
  - Use correct hand position on mouse.
  - Use correct mouse position on table (e.g., cord at correct end.)
- d. Navigation**
  - Open applications and documents.
- e. Use of Internet browser**
  - Double click on links on desktop to open a Web page.
  - Click on toolbar bookmarks to open a Web page.
  - Single click on links on web pages.
- f. Internet Safety**
  - Consult parents or teachers before using the Internet.

### ***STANDARD 2—Produce Quality Work.***

- a. Word Processing**
  - Publish work using a word processor.
- b. Presentation Tools (Kidspiration, PowerPoint, KidPix)**
  - Communicate information by using a form of multi-media technology.

# Grade 1 Technology

## Progress Report Indicators

*First, Second, and Third Trimesters*

### **STANDARD 1—Use Technology Effectively.**

- a. **Keyboarding**
  - Typing matches conventional writing, including capitalization, punctuation and spacing.
- b. **Basic Vocabulary**
  - Use appropriate vocabulary to identify: document, hard drive, software, keyboard, mouse, cursor, monitor, trash, recycle bin, headphones.
- c. **Word Processing Skills**
  - Use correct spacing, capitalization, punctuation.
- d. **Navigation**
  - Open new files, navigate to existing files, and save new work as required.
- e. **Use of Internet browser**
  - Click on bookmarks/favorites or open a link on the computer desktop.
  - Single click to select a link within a website
- f. **Internet Safety**
  - Consult parents or teachers before communicating on the Internet.
- g. **Devices**
  - Use a digital camera to take photos.

### **STANDARD 2—Produce Quality Work.**

- a. **Word Processing**
  - Create a word processing document for a variety of purposes (e.g., report, letter writing, fiction, poetry).
  - Edit, revise, and publish work using a word processor.
- b. **Presentation Tools (Kidspiration, PowerPoint, KidPix)**
  - Communicate information by using a form of multimedia technology.

# Grade 2 Technology

## Progress Report Indicators

*First, Second, and Third Trimesters*

### **STANDARD 1—Use Technology Effectively.**

- a. Keyboarding**
  - Typing matches conventional writing, including capitalization, punctuation and spacing.
- b. Basic Vocabulary**
  - Use appropriate vocabulary to identify: tools, toolbars, palette, save, desktop, icons, file, quit, print, links, and USB flash drive.
- c. Word Processing Skills**
  - Use correct spacing, capitalization, punctuation.
- d. Graphic Organization Tools (Kidspiration)**
  - Use a graphic organizer to web and map ideas and writing plans.
- e. Navigation**
  - Open new files, navigate to existing files, and save new work as required on computer hard drive or USB flash drive.
- f. Use of Internet browser**
  - Use toolbar (e.g., back and forward buttons).
  - Click on bookmarks/favorites or open a link on the computer desktop.
  - Single click to select a link within a Website.
- g. Internet Safety**
  - Consult parents or teachers before communicating on the Internet.
- h. Devices**
  - Use a digital camera to take photos and import photos to computer application.

### **STANDARD 2—Produce Quality Work.**

- a. Word Processing**
  - Create a word processing document for a variety of purposes (e.g., report, letter writing, fiction, poetry).
  - Edit, revise, and publish work using a word processor.
- b. Presentation Tools (Kidspiration, PowerPoint, KidPix)**
  - Communicate information by using a form of multimedia technology.

# Grade 3 Technology

## Progress Report Indicators

### *First, Second, and Third Trimesters*

#### **STANDARD 1—Use Technology Effectively.**

- a. Keyboarding**
  - Use two-handed typing with correct home row keys.
  - Use tab key and capitalization/punctuation keys.
- b. Basic Vocabulary**
  - Use appropriate vocabulary to identify: cut, copy, paste, font, bold, underline, selecting, click, drag, drop, cell, column, row.
  - Use appropriate Internet vocabulary to identify: URL, browser, window, minimize, maximize, favorites/bookmarks, search engine.
- c. Word Processing Skills**
  - Copy, cut, paste, highlight, drag, and drop text.
  - Change font, text size, color, underline, and bold attributes.
  - Use scroll bars and menus.
  - Insert appropriate accent marks.
  - Write in paragraph structure.
  - Insert images from clip art or image files.
  - Format lists using bullets and numbers.
- d. Graphic Organization Tools (Kidspiration)**
  - Use graphic organizer for webbing, mapping, and paragraph development.
- e. Navigation**
  - Save and open files from hard drive, USB flash drive, or server.
  - Multitask among multiple applications.
- f. Use of Internet browser**
  - Enter URLs in browser.
  - Use favorites/bookmarks to save Internet addresses.
  - Uses age appropriate search engines.
  - Single click in Web pages to open links.
- g. Internet Safety**
  - Consult with parents or teachers before communicating on the Internet.
  - Report to parent or teacher when inappropriate or offensive material is accessed or received.
- h. Devices**
  - Use a video camera.

#### **STANDARD 2—Produce Quality Work.**

- a. Word Processing**
  - Create word processing documents for a variety of purposes.
  - Edit and revise work using a word processor.
- b. Spreadsheets**
  - Convert mathematical data into a graph or chart.
- c. Presentation Tools (Kidspiration, PowerPoint, KidPix)**
  - Communicate information by using a form of multimedia technology.

# Grade 4 Technology

## Progress Report Indicators

*First, Second, and Third Trimesters*

### **STANDARD 1— Use Technology Effectively.**

- a. Keyboarding**
  - Know the home row on keyboard.
- b. Basic Vocabulary**
  - Know keyboard shortcuts.
  - Use appropriate vocabulary to identify: alias, browser, shortcut, cells, format, alignment, spell check.
- c. Word Processing Skills**
  - Use alignment, indent, spacing, columns, borders, spell check, clipart from MS library.
  - Use appropriate paragraph structure.
- d. Graphic Organization Tools (Kidspiration)**
  - Webbing, mapping, paragraph development.
- e. Navigation**
  - Save and open files from hard drive, USB flash drive, or server.
  - Multitask among multiple applications.
- f. Use of Internet Tools**
  - Use tabbed browsing/multiple window management.
  - Use browser menu use.
  - Drag and drop URLs to desktop.
  - Copy/save/paste and cite Web content/images.
  - Use effective search skills.
  - Use age-appropriate DPS online databases.
  - Search by Keyword.
- g. Internet Safety**
  - Consult with parents or teachers before communicating on the Internet.
  - Report to parents or teachers when inappropriate or offensive material is accessed or received.
  - Know appropriate guidelines for online safety.

### **STANDARD 2—Produce Quality Work.**

- a. Create a Word Processing Document Connected to Curricular Content**
  - Create documents for a variety of purposes.
  - Edit, revise and publish writing.
  - Display a variety of formats.
- b. Create a Spreadsheet Document Connected to Curricular Content**
  - Use formulas such as sum, average and differences to create a graph or chart.
- c. Presentation Tools (KidPix, PowerPoint)**
  - Communicate information by using a form of multimedia technology.

# Grade 5 Technology

## Progress Report Indicators

*First, Second, and Third Trimesters*

### **STANDARD 1— Use Technology Effectively.**

- a. Keyboarding**
  - Use two-handed typing with correct home row keys.
  - Use the tab key and capitalization/punctuation keys.
- b. Basic Vocabulary**
  - Use appropriate vocabulary to identify: file types (Word, Excel, PowerPoint, PDF, JPEG, GIF) and file extensions (.doc, .xls, .ppt, .pdf, .jpg, .jpeg, .gif).
- c. Word Processing Skills**
  - Use thesaurus, tables, and online clipart.
  - Use appropriate paragraph structure.
- d. Graphic Organization Tools (Kidspiration/Inspiration)**
  - Use graphic organizer for webbing, mapping, and paragraph development.
  - Use graphic organizer for planning and writing development.
- e. Navigation**
  - Save and open files on server, local hard drive, and USB flash drives.
  - Multitask among multiple applications.
- f. Use of Internet Tools**
  - Refine searches using Boolean terms and, or, not.
- g. Internet Safety**
  - Consult with parents or teachers before communicating on the Internet.
  - Report to parents or teachers when inappropriate or offensive material is accessed or received.
  - Abide by all applicable District policies.
- h. Devices**
  - Use digital cameras.
  - Uses digital video camera.
  - Use scanner.

### **STANDARD 2—Produce Quality Work.**

- a. Word Processing**
  - Create word processing documents for a variety of purposes.
  - Edit and revise work using a word processor.
- b. Spreadsheets**
  - Use formulas such as sum, average and differences to perform calculations.
  - Create a graph or chart.
  - Format cells according to corresponding data types (e.g., number, date, currency).
- c. Presentation Tools (PowerPoint, KidPix, video editing, podcasting)**
  - Communicate information by using a form of multimedia technology.